Classification

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Country/City by Organization by Directorate			2. TYPE OF REPORT	STATISTICAL
				NARRATIVE
				X MACHINE-NAME LISTING

3. FUNCTIONAL AREA	X	PERSONNEL		TRAINING	ADMIN. GENERAL
		LOGISTICS		SECURITY	OTHER (specify)
		MEDICAL		FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	monthly	5

7. FORMAT (memorandum, form computer print-out, etc) computer	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
	X	YES	IF YES GIVE ADP PROCESSING NO.	Ex. Dir-Compt memo, 24 Sept 1968
		NO	301C	

10. PREPARING COMPONENT (include lowest level contributing information to report) CPD	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

OCS cost - .03 per page - 702	$21.06	12	$252.72

TOTAL COSTS PER YEAR	

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide basic information required to manage and control Agency non-staff personnel. First report December 1968, Executive Director-Comptroller established requirement.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
X RETAIN AS IS ☐ OTHER (explain) ☐ CHANGE ☐ DISCONTINUE		STAT

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16. DATE OF INVENTORY	NG INFORMATION	18. EXTENSION
9 October 1970	Chief, Contract Personnel Division	

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FORM 11.2

Classification

(22-36-43)